

# ICM Frequently Asked Questions

**What is ICM?**

ICM stands for the Institute for Court Management. It is the educational arm of the National Center for State Courts (NCSC).

**What is the length of the Maryland Judiciary's ICM program?**

The ICM program will take four years to complete, with three courses offered each year.

**How many courses comprise the program?**

There are eleven courses and one concluding seminar. Most courses are three days each.

**Where and when will the courses be held?**

All courses will be held at the Judiciary Education & Conference Center in Annapolis. The 2011 dates are listed in the application materials.

**Who will be the instructors?**

Each instructor will be a Maryland Judiciary employee who has been certified as an instructor by ICM.

**Must I attend each course?**

In order to graduate, all courses must be taken in their entirety.

**What if I miss a day?**

If you miss part of a day, a full day, or the entire three-day course, you must make up the entire course the next time it is offered.

**Will the ICM program be offered annually?**

It is planned that each January a new class will begin. This is dependent upon the interest of Judiciary employees and applications submitted.

**Do I have to pass an assessment after each course?**

A multiple choice assessment will be given at the conclusion of each course. If one assessment is not passed, the person may continue in the program but must retake the entire course and the assessment the next time the course is offered. If the assessment is not passed the second time, the person will be asked to leave the program. Furthermore, a person who does not pass two assessments during the entirety of the program will be asked to discontinue his or her attendance. For example, if a person does not pass the first assessment and then does not pass the second assessment, that person will not be allowed to continue.

**Is there a monetary bonus attached to the ICM program?**

There is no monetary compensation attached to the completion of the ICM program.

**Are both state and county employees of the Judiciary eligible to apply?**

Yes.

## ICM Frequently Asked Questions Continued

### **Where do I find the application form and instructions?**

The application form and instructions are available on CourtNet and [mdcourts.gov/Human Resources/Office of Professional Development/ICM Certification Program](http://mdcourts.gov/HumanResources/OfficeofProfessionalDevelopment/ICMCertificationProgram).

### **Do I have to type my essay?**

It is preferred that you type and sign your essay.

### **What is the application deadline?**

Completed application packets must be received in the Office of Professional Development by October 21, 2010. The mailing address is on the application form.

### **May I fax or e-mail my application?**

No. Only originals will be accepted. Make copies for you, your supervisor, and administrative official.

### **Will there be an information session conducted?**

Yes. An informational webinar will be held on Friday, September 10, 2010 from 1:30 p.m. to 2:30 p.m. Webinars are conducted by a presenter using Lotus Notes. Your computer is used to view a PowerPoint presentation and your telephone for a conference call. There is no need to leave your office. For those who do not have Lotus Notes, you are welcome to join the conference call.

If you are interested in attending the webinar, e-mail Nancy Kline of the Judiciary's Office of Professional Development at [Nancy.Kline@mdcourts.gov](mailto:Nancy.Kline@mdcourts.gov).

### **Who should I contact if I have more questions?**

Contact Nancy Kline in the Office of Professional Development at (410) 260-3604 or at [Nancy.Kline@mdcourts.gov](mailto:Nancy.Kline@mdcourts.gov)